

MEETING MINUTES

February 27, 2008

1. CALL TO ORDER

Commission Chairman Machado called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Gordon Machado, Commission Members William Kuna, Fred Meyer, Doug Hooton, Doug Jackson, Allen Ritter and Executive Secretary Chambless. Please note that City Manager Clint Quilter was not present.

4. VERIFICATION OF AGENDA POSTING

The agenda for the February 27, 2008 meeting of the Airport Advisory Commission was posted at the City Hall on February 22, 2008 at 10:30 a.m. per Government Code Section 54954.2.

5. CONSENT ITEMS

Commissioner Ritter moved that the minutes of February 27, 2008 be accepted as written, seconded by Commissioner Hooton and carried unanimously.

6. PUBLIC INPUT

Mrs. Ruth Erickson brought up four items of interest. 1) There will be a new Zoning Ordinance meeting City Hall, 375 Fifth Street at 6:30 p.m. on March 13, 2008. This meeting will examine a "new" Airport zoning district. 2) Airport Owners and Pilots Association (AOPA) is supporting a new bill, SB1118, introduced by CA Senator Gloria Negrete McLeod to strengthen state laws governing land use around airports in an effort to manage safety and noise concerns. The bill will be heard on March 5, 2008 at 9:30 a.m. in the Local Government Committee venue at the State Capital. 3) Our local Council of Governments (COG) also acts as our Airport Land Use Commission (ALUC) and is made up of two Hollister City Council members, one San Juan Bautista City Council member and two San Benito County Board of Supervisor members. Her concern is that none of the members have aviation experience which may cause some of the decisions to affect the surrounding airport land areas. 4) She also mentioned that COG was applying for a grant to rewrite the Comprehensive Land Use Plan (CLUP). This plan shows all the areas that are used in aviation activities within San Benito County.

Mr. Deane Judd mentioned that the ALP had not yet gone before the City Council and believes that it was being reviewed by a consultant with airport engineering experience. He feels that it should be put on the agenda and revisited after the updates have been made to make sure that the Commission agrees with what is going forward to the City Council. He also complimented Mr. Mike Chambless, Interim Airport Manager for all the work that is being accomplished at the airport since he has taken over.

7. REPORTS

a) CalFire Lease Negotiations Mr. Chambless read the Memorandum issued from the City Manager regarding the lease negotiations with CalFire. City Council has determined that they will not make a final decision on the lease until the completion of the RFP process.

Public Input: Mr. Reno DiTullio of Cal Fire explained that they have money in this year's budget for the lease negotiations and if it's not used this fiscal year, it will go away and they would have to start the budget process all over again. The current funds will need to be applied starting in May.

b) Runway Action Safety Plan Report Mr. Chambless gave the status report that majority of items have been completed and others are in the process of being repaired. There were a few items that were unclear and those are being followed up on. Commissioner Meyer had questions regarding action item CVH-07-004 which was regarding signage being perpendicular or angled to the runway. Commissioner Kuna gave insight on this item in terms of "line of sight" from the pilot's perspective.

The next issue regarded the edge reflectors which are amber at this time and need to be blue to meet the FAA requirement. Mr. Chambless explained that the project to change them out would cost \$10,000 for the equipment alone, not to mention the cost of installing the reflectors. Commissioner Ritter pointed out that the FAA had given approval for the amber when it was installed and felt that perhaps the FAA should pay for the blue requirement now. Mr. Chambless replied that he was already working on that.

8. OLD BUSINESS

a) Municipal Code Review Commissioner Meyer asked questions about 13.24.120 regarding access to the runways, taxiways or apron. He felt that "apron" should be removed from the code. Mr. Chambless explained that in removing the word "apron" would cause the City to lose control of the access to the apron which could result in a possible liability to the City.

Commissioner Ritter questioned the use of the ramp when loading passengers and bags at airplane and could a person drive out to the plane. Mr. Chambless replied that if you have an airplane on the ramp, the Airport Manager's consent to drive to your plane to unload was implied. On code 13.24.570, Commissioner Meyer feels that owner's should be able to park at the tie-down site when on a trip. He feels that it's a bit discriminatory to the tie-down tenants when the T-hangar tenants are able to use their hangars to store their vehicles during their trips. He asked why the insurance policy would cause a problem having a vehicle parked there verses an airplane. Mr. Chambless explained that the City has private insurance and that different parking conditions would change the condition of liability and that they would not cover losses. Public Input: Mr. Judd pointed out that other nearby airports allows the parking vehicles at the tie-downs and would like to have the Hollister airport consistent with other airports. It would also make it more convenient for the tenants.

Mr. Chambless will give an update report on the code issues next meeting.

9. NEW BUSINESS

a) Request for Proposals (RFP) Status on the RFP-completed as of today (February 12, 2008). The timeline is as follows: Pre-proposal Meeting: week of March 17th, Proposal Due Date: April 16th, Optional Interviews with Proposers: April/May, Airport Commission Recommendation:

May, City Council Selection: June 16th. Commissioner Jackson requested that the date at the bottom of the document reflect an updated revision date. Mr. Chambless said that he would make sure it would be taken care of and stated that attachment A is now drawn to scale and they have changed the size to maximize the usable areas of land. Commissioner Jackson asked if the City had a CAD system to be able to make adjustments to all 12 pages when a change is made to one. Mr. Chambless stated that the City doesn't have the program to do that and that CH2M Hill has been contracted to do the updates; they have received electronic copies of the Airport Layout Plan (ALP). The intent is to bring the ALP back in front of the Commission when all updates have been put in.

10. ITEMS FOR NEXT AGENDA

1. The ALP
2. Mr. Chambless will provide a report on the building/hangar inspections that have taken place recently with the violations grouped by code (ie: fire, building, etc.). Commissioner Jackson requested that they receive a copy a week or so prior to the next meeting.
3. The Runway Safety Action Plan (RSAP) continued updates.
4. Continued discussion of Municipal code 13.24.570 pertaining to parking at tie-down areas.
5. A status update on Building 25
6. The status of a replacement for Charles Hall position on the AAC.

ADJOURNMENT There being no further business before the Airport Advisory Commission, it was moved by and seconded by Commissioners Hooton and Kuna, that the meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Mike Chambless, Executive Secretary
Airport Advisory Commission